

शिक्षण व सेवायोजन विभाग व त्यांच्या प्रशासकीय  
नियंत्रणाखालील अधिका-यांना वित्तीय अधिकार  
प्रदान करण्याबाबत -

वित्तीय अधिकार नियम पुस्तिका १९७८,  
भाग-दुसरा

महाराष्ट्र शासन,  
वित्त विभाग,

निर्णय क्रमांक-विअप्र-१०८८/[२२९]/विनियम,  
मंत्रालय, मुंबई ४०० ०३२, दिनांक १२ सप्टेंबर १९९०.

- पहावे :-** [१] शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:डीसीएन-१०७५/  
ओईन्डसम, दिनांक ९ एप्रिल १९७५. [प्रत तोळा जोडली आहे]
- [२] शासन परिपत्रक, वित्त विभाग, क्र. डीएफपी-१०७६/१२९२/  
८९६/बीईएन-५, दिनांक १४ फेब्रुवारी १९७७.  
[प्रत तोळा जोडली आहे]
- [३] शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र. डीएफपी/१०८८/१२,  
दिनांक २८ जुलै १९८८.  
[प्रशासकीय व वित्तीय अधिकार प्रदान समितीच्या स्थापनेबाबतचे  
आदेश]

**निर्णय :-** प्रशासकीय व वित्तीय अधिकार प्रदान समितीच्या शिफारशीवरून  
तंबंधित प्रशासकीय विभाग म्हणून शिक्षण व सेवायोजन विभागाला व त्या विभागाच्या  
प्रशासकीय नियंत्रणाखालील तंत्र शिक्षण परीक्षा मंडळाच्या अध्यक्षांना व तयारीच्या या  
निर्णयातोळा जोडलेल्या परिशिष्टामध्ये दर्शविल्याप्रमाणे आणि त्याच दर्शविलेल्या  
विहित अटीच्या आणि शर्तीच्या तसेच विहित वित्तीय मर्यादेच्या अधीन राहून वित्तीय  
अधिकार प्रदान करण्यात शासन मंजूरी देत आहे.

२. या निर्णयाव्दारे प्रदान करण्यात आलेल्या वित्तीय शक्तींचा वापर हा,  
विविध वित्तीय प्रकाशनांमध्ये अंतर्भूत असलेले नियम आणि विनियम बामधील अटीच्या व  
शर्तीच्या अधीन, तसेच शासनाने केलेल्या निर्णयित केलेल्या कार्यकारी आदेशांच्या  
अनुपालनाचे अधीन, त्याचप्रमाणे खालील अटीच्या अधीन राहून करण्यात यावा.

२. या वित्तीय अधिकारांचा वापर करून मंजूरी प्रदान करताना ज्या प्रकरणी  
विशिष्ट मानके [स्डॅण्डर्ड] विहित केलेली असतील अशा प्रकरणी विहित मानकांचे अनुसरण  
करण्यात यावे. [उदाहरणार्थ विशिष्ट किंवा लिकाचे यांच्या आकाराबाबत विहित  
मानके].

४. तदर शक्तींचा वापर करून दिल्या जाणा-या मंजूरीबाबतचे प्रत्येक आदेश  
तंबंधित तहम प्राधिका-यांच्या मान्यतेने निर्णयित करावे. शिक्षण व सेवायोजन विभागाला  
प्रदान केलेल्या शक्तींच्या तंदर्भात, तयार, शिक्षण व सेवायोजन विभाग हे तहम अधिकारी  
होत. तंबंधित तहम अधिका-यांच्या मान्यतेने मंजूरीचे आदेश निर्णयित केले आहेत असा  
स्पष्ट उल्लेख प्रत्येक मंजूरी आदेशात करण्यात यावा.

५. या वित्तीय अधिकारीचा वापर करून मंजूरी आदेश निर्गमित करताना तक्षम प्राधिका-यांनी तद्वर मंजूरी आदेशांची प्रत, इतर सर्व संबंधित अधिका-यांप्रमाणेच संबंधित लेखापरीक्षा अधिका-याला व वित्त विभागाला [संबंधित व्यय कार्यातून व धिनियम कार्यातून] पाठवावी. अशा मंजूरी आदेशांमध्ये वित्तीय अधिकार नियम पुस्तिका १९७८, भाग-दुसरा, मधील संबंधित वित्तीय शक्तींचा अनुक्रमीक किंवा या शासन निर्णयाचा क्रमांक व दिनांक, याचा व पुन्हा तपासून आलेला करावा.

६. या शासन निर्णयातून जोडलेल्या परिशिष्टातील वित्तीय शक्तींचा अधिकार नियम पुस्तिका, १९७८, भाग-दुसरा, मध्ये प्रदान करण्यात आलेल्या वित्तीय शक्तींचा एक भाग म्हणून तत्त्वगुणात यावा. ज्यावेळी "भाग-दुसरा" या वित्तीय प्रकाशनाचे मुद्रण केले जाईल त्यावेळी त्यामध्ये या शासन निर्णयातून जोडलेल्या परिशिष्टातील शक्तींचा अंतर्भाव करण्यात यावा.

७. अध्यक्ष/तथिव, तंत्र शिक्षण परीक्षा मंडळ, यांच्याकडून निर्गमित करण्यात आलेल्या मंजूरी आदेशांचा शिक्षण व सेवायोजन विभागाने नियतकालिक आढावा घ्यावा आणि तंत्र शिक्षण परीक्षा मंडळातील प्राधिका-यांना प्रदान करण्यात आलेल्या वित्तीय अधिकारींचा ते पुरेपूर आणि धिवेकशीलतेने वापर करतात किंवा नाही ते पहावे आणि आवश्यक तेथे योग्य ती कार्यवाही करावी.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

दि. ८. एप्रिल,

कार्यातून अधिकारी, वित्त विभाग.

तहपत्र: परिशिष्ट,  
दोन शासन निर्णय.

प्रत,

महालेखापाल [लेखा व अनुज्ञेयता]-१, महाराष्ट्र, मुंबई,

महालेखापाल [लेखा व अनुज्ञेयता]-२, महाराष्ट्र, नागपूर,

महालेखापाल [लेखापरीक्षा]-१, महाराष्ट्र, मुंबई,

महालेखापाल [लेखापरीक्षा]-२, महाराष्ट्र, नागपूर,

अधिदान व लेखा अधिकारी, मुंबई,

निवाती लेखा परीक्षा अधिकारी, मुंबई,

वित्तमंत्री यांचे खाजगी तथिव,

वित्त राज्यमंत्री यांचे स्वीय तहायक,

अपर मुख्य तथिव, सामान्य प्रशासन विभाग आणि अध्यक्ष, प्रशासकीय व वित्तीय अधिकार समिती, मंत्रालय, मुंबई,

तथिव, सामान्य प्रशासन विभाग [प्रशासकीय सुधारणा व रचना कार्यपद्धती] आणि तदन्व, प्रशासकीय व वित्तीय अधिकार प्रदान समिती, मंत्रालय, मुंबई,

प्रधान तथिव, शिक्षण व सेवायोजन विभाग, मंत्रालय, मुंबई,

तथिव [तंत्रिक], शिक्षण व सेवायोजन विभाग, मंत्रालय, मुंबई,

प्रधान तथिव, वित्त विभाग, मंत्रालय, मुंबई,

तथिव, [व्यय], वित्त विभाग, मंत्रालय, मुंबई,

तयिव [लेखा व कौशागारे], आणि तदर्थ, प्रशासकीय व वित्तीय अधिकार प्रदान  
 समिती, मंत्रालय, मुंबई,  
 शासनाचे अवर तयिव, सामान्य प्रशासन विभाग [रचना व कार्यपद्धती], मंत्रालय, मुंबई,  
 कार्यालय, तांशि-१, शिक्षण व सेवायोजन विभाग, मंत्रालय, मुंबई [५ प्रती],  
 अध्यक्ष, तंत्राशिक्षण परीक्षा मंडळ, वांद्रे, मुंबई ४०० ०५१,  
 तयिव, तंत्राशिक्षण परीक्षा मंडळ, वांद्रे, मुंबई ४०० ०५१,  
 संचालक, तांत्रिक शिक्षण, महाराष्ट्र राज्य, मुंबई,  
 निवृत्त नस्ती, विनियम कार्यालय, वित्त विभाग, मंत्रालय, मुंबई,  
 वित्तीय अधिकार नियम पुस्तिका १९७८, भाग-दुसरा तंत्राष्ट, विनियम, वित्त विभाग,  
 कार्यालय चय-५, वित्त विभाग [३ प्रती],  
 संचालक, वित्त विभाग [५ प्रती].

प्रशासकीय विभाग: शिक्षण व सेवायोजना विभाग.

**परिशिष्ट**

वित्तीय अधिकार नियम पुस्तिका-१९७८, भाग दुसरा.

शिक्षण व सेवायोजन विभाग आणि त्या विभागाच्या प्रशासकीय निबंधनादालील अध्यक्ष/तयिव, तंत्रशिक्षण परीक्षा मंडळ, महाराष्ट्र राज्य, मुंबई यांना प्रदान करण्यात आलेले वित्तीय अधिकार.

अ. क्र. [१]	नियम क्रमांक [२]	शासकीय वर्णन [३]	अधिकाराचा वापर करण्यात तत्काल अंतर्ले प्रशासकीय [४]	प्रदान केलेल्या अधिकारांची सविदा [५]	अ. टी [६]
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- महाराष्ट्र तंत्रशिक्षण परीक्षा मंडळाकडून प्राप्त झालेले वेळापत्रा-चा विविध परीक्षांच्या प्रश्नपत्रिकांची गोपनीयता व दुरुस्ती राखण्यासाठी कापडी किंवा कागदी पिशव्या व लिकाफे खरेदी करणे.
- आकस्मिक खर्च निव्वळ १९६५ माग-दोन, उप विभाग एकोणीत.
- तंत्रशिक्षण परीक्षा मंडळ, तंत्रशिक्षण परीक्षा मंडळ, तंत्रशिक्षण परीक्षा मंडळ.
- एकावेळी रु. २५,०००/- पर्यंत किंमतीच्या कापडी किंवा कागदी पिशव्या व लिकाफे खरेदी करण्यासाठी.
- अखंड मंत्र अनुदानातून भागवित्तवात वावा.
- खरेदी करताना मंडळा मंडळे, उपमंडळा तंत्रा, अनावाप्त व तुष्टाष्टुष्ट यांच्यातल्या तंत्राच्या दरपत्रांना प्राधान्य द्यावे.

(क) परीक्षा "ब" मधील तंत्रांना किंमतीमध्ये १०४ पर्यंत लक्षात [ १९७८ मंडळाच्या ] यादी.

Delegation of Powers -  
Reluctance on the part of Officers to  
take decisions and exercise res-  
ponsibility.

GOVERNMENT OF MAHARASHTRA  
General Administration Department,  
Circular No. DCN 1075/O&M,  
Sachivalaya, Bombay-400 032, dated 9th April 1975.

READ:- Government Circular, Political and Services Department,  
No. DCN 1058/O&M, dated 16th May 1958.

CIRCULAR:- In the policy statement made on 21st February 1975 the Chief Minister had, among other things, stressed the need to ensure that the powers delegated to different categories of officers are exercised by them without interference by their superiors and without fear and favour. The issue of exercising of delegated powers was also raised recently during the Meeting of the Consultative Committee of the General Administration Department. In the course of discussion, the Chief Minister again referred to the tendency of certain officers not exercising the powers delegated to them and making needless references to their superiors and the administrative departments of the Secretariat.

2. With a view to securing greater administrative efficiency and implimentation of developmental schemes and also with a view to enabling the administrative authorities to discharge their duties more efficiently, effectively and expeditiously, Government has from time to time delegated financial and administrative powers at different levels. It was also directed under Government Circular, Political and Services Department, No. DCN 1058/O&M, dated the 16th May 1958 that officers at all levels should make adequate and judicious use of the powers vested in them by general or special orders issued from time to time and should develop a more positive approach towards work and shoulder responsibility in matters falling within the sphere of delegated powers. Further the following recommendation of the Administrative Reorganisation Committee appointed by the Government of Maharashtra was accepted by Government.--

" A conscious effort should be made by all Secretaries and Deputy Secretaries to see that delegation is made effective at all levels and that delegated powers are fully exercised. Severe notice should be taken of non-exercise of delegated powers by officers and higher authorities should specifically watch the exercise of delegated power in order to see whether the powers are being properly exercised and whether there is need for introducing any safeguards or for enlarging the scope of the delegation."

and the Secretariat Departments were requested to implement it so far as departments/offices under their administrative control were concerned.

3. Despite the instructions already issued, as stated above it is noticed that the officers are not always inclined to use their powers as expected of them. In the context of the Chief Minister's policy statement and the observations of the Chief

Minister during the meeting of the Consultative Committee of the General Administration Department. Government while reiterating the orders already issued from time to time in this behalf, is now pleased to direct that :-

- i) The orders regarding delegation of powers should be followed scrupulously both by the officers who have delegated the powers to subordinate officers and by the officers who have been delegated the powers;
- ii) Severe notice should be taken in all cases not only of non-exercise of delegated powers by officers and but also in cases where officers deal with cases, powers in respect of which already stand delegated to subordinate officers;
- iii) If the officers at higher level observe that subordinate officers refer to them cases for decision though they are competent to decide them, they should return the cases immediately pointing out the delegation of powers in those respects with a warning that cases where the subordinate officers have the powers vested in them should not be referred to the superiors thereafter;
- iv) If an officer is found to shirk his own responsibility in taking decisions in respect of delegated powers and makes needless references to the superior officer for decision, this would amount neglect of duty and a note of the failure of the part of the concerned officer should be taken by the concerned higher officer and such instances should reflect in the Confidential Record of the Concerned Officer.

4. The Secretaries to Government as well as all the heads of several Departments of the Government should ensure that delegation is made effective at all levels, by ensuring (a) that the delegated powers are fully exercised by a subordinate authority without interference, fear and favour, and (b) that in all matters, where appropriate powers have been delegated to a subordinate authority, the delegating authority does not use the power himself in any event.

5. Action is being taken separately to modify the form of Confidential Report with a view to providing a separate item on this account.

By order and in the name of the Governor of Maharashtra,

H. NANJUNDIAH,  
Additional Chief Secretary to the Government of Maharashtra.

Delegation of powers -  
Control over -

GOVERNMENT OF MAHARASHTRA  
Finance Department,  
Circular No. DFP-1076/1392/896/GEN-5,  
Mantralaya, Bombay-400 032, Dated 14th February 1977.

C I R C U L A R

To secure greater administrative efficiency and implementation of developmental schemes and enable the administrative authorities to discharge their duties more effectively and expeditiously, Government has, from time to time, delegated financial and administrative powers to various authorities at different levels. Recently, a large number of delegations have been made by Government. It is normally expected that officers at all levels should make adequate and judicious use of the powers vested in them and should develop a more positive approach to and shoulder their responsibility. It has been observed that the delegated powers are not exercised adequately at various levels.

2. Delegation itself denotes entrustment or commitment of authority or powers vested in an organisation or individual to a subordinate instrument or official. Such delegation does not automatically relieve from responsibility the organisation or individual on whose behalf the authority or powers are delegated. That organisation or individual continues to be accountable for the decisions by the instrument or official in exercise of delegated authority or powers. In the light of this position, Government is pleased to direct that the following measures should be adopted by all Supervisory and Controlling Officers :-

- (1) Heads of Departments to whom powers have been delegated under various orders should endorse to the Administrative Departments copy of each order issued by them under the delegated powers and quote at the end the number and date of the orders under which power was delegated to them. Heads of Departments should also submit, in second week of every month, a list of orders issued by them (without copies) under delegated powers to the Administrative Department, quoting a reference to this circular. The Administrative Department should take a periodical review of such orders and find out whether the delegated powers have been exercised judiciously and take suitable action, wherever necessary.
- (2) Regional Heads to whom powers have been delegated under various orders should endorse to the Heads of Departments copy of each order issued by them under the delegated powers and quote at the end the number and date of the order under which the power was delegated to them. They should also submit in the second week of every month a list of orders issued by them (without copies) under delegated powers to the Heads of Departments, quoting a reference to this circular. The Heads of Departments should take a periodical

review of such orders and find out whether the delegated powers have been exercised judiciously and also take suitable action, wherever necessary, under intimation to Administrative Departments.

- (3) Heads of Offices to whom powers have been delegated under various orders should endorse to the Regional Heads copy of each of the orders issued by them under the delegated powers from time to time and quote at the end the number and date of the order under which the power was delegated to them. They should also submit in the second week of every month a list of orders issued by them (without copies) under delegated powers to the Regional Heads, quoting a reference to this circular. The Regional Heads should take a periodical review of such orders to find out whether the delegated powers have been exercised judiciously and take suitable action, wherever necessary, under intimation to Heads of Departments.
- (4) Secretaries of the Administrative Departments should also take a periodical review in respect of the orders issued by the Desk Officers in their Departments.
- (5) The exercise of the delegated powers should be watched during the visits/normal inspections undertaken by the Administrative Departments, Heads of Departments and Regional Heads in respect of their own and subordinate offices. During such inspections and visits, they should not only emphasise the proper exercise of the delegated powers by the Officers concerned but also take a note of the non-exercise or misuse of the delegated powers noticed, if any. Reports of such cases of default should ~~submit~~ be submitted to the Administrative Department concerned by the Heads of Departments and Regional Heads, for suitable action.

By order and in the name of the Governor of Maharashtra,

V. Prabhakar,  
Secretary to Government.